

8 December 1999

Command Policy



CROSSFEED-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 934AW/CCE (Maj Doug Kveene)
Supersedes 934 AWI 90-201, 26 January 1998

Certified by: 934AW/CC (Col Dean Despinoy)
Pages: 2
Distribution: F

This implements AFRD 90-2, *Inspector General – The Inspection Systems*, and references AFI 90-201, *Inspector General Activities*; and AFRCI 90-203, *Inspector General Activities*. This instruction establishes procedures for running the 934th Airlift Wing's Crossfeed/Self-Inspection Program. It applies to all 934th personnel.

SUMMARY OF REVISIONS

This revision deletes the use of 934 AW Form 14 replacing it with the Self-Inspection Tracking System (SITS). A (I) indicates revisions from the previous version.

1. General. The Wing Crossfeed/Self-Inspection program will ensure subordinate units have access to crossfeed/self-inspection reports and assessment guides. Unit monitors will conduct semi-annual self-inspections enabling unit commanders/division chiefs to manage and correct deficiencies before they can cause serious problems affecting mission accomplishment.

2. Binders. The Wing Crossfeed/Self-Inspection Monitor will maintain a wing binder which will include, but not be limited to, applicable directives, appointment letters, self-inspection letters, crossfeed updates, program guidance, correspondence with units, correspondence with HHQ, and Staff Assistance Visits. Unit monitors will maintain a binder IAW self-inspection handbook.

3. Self-Inspection. The wing monitor will initiate a unit self-inspection semiannually in the months of June and December. Assessment Guides, Special Interest Items, and checklists are located on the AFRC Homepage (www.afres.af.mil). Discrepancies will be tracked via the SITS software.

4. Crossfeed Materials. Unit monitors are responsible to review crossfeeds on the AFRC Homepage each month. Open items will be annotated in SITS.

5. Discrepancies. Discrepancies found during the process of self-inspection (includes routine business) or review of crossfeed materials will be reported via SITS. Unit monitors are responsible for loading the discrepancies into SITS and annotating the follow-up actions in a timely manner. Unit and group commanders will review SITS on a regular basis to review their applicable discrepancies.

6. Staff Assistance Visits (SAV). SAVs will be conducted when requested by the unit or when Wing-level crossfeed indicates a potential problem. Reports will be written and sent to the unit commander and crossfeed/self-inspection monitor in a timely manner. The wing monitor will always be available to offer assistance via telephone or in person. New monitors, once appointed, should review program binders with the outgoing monitor and then set up an appointment with the wing monitor to ensure a thorough understanding of the program. The wing monitor will ensure all appointment letters are current and filed in the wing binder.

7. Communication with Higher Headquarters. The wing monitor should keep in contact with higher headquarters Inspector General personnel to ensure a thorough, up-to-date understanding of the program. Anything that cannot be resolved locally should be elevated to the higher headquarters level.

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Commander